

AD Budget Planning and
Human
Resources

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Subject: Reminder of Fitness Center Membership Fees

Service employees participating in the Fitness Center Membership Fee Reimbursement Program (Director's Order No. 122) are reminded they must apply for reimbursement (50 percent or \$275, whichever is less) of calendar year 2005 fitness center membership fees by January 31, 2006. To be eligible for reimbursement, you must have enrolled in the Fitness Center Membership Fee Reimbursement Program. Your supervisor should have a copy of your application form on file.

To receive reimbursement, employees must provide the following documentation to his/her supervisor between January 1 and January 31:

- a. Completed [Form 3-2178a](#) (Report of Taxable Fringe Benefit (Fitness Center Reimbursement Fees)).
- b. Your paid invoice(s) or other proof of payment (such as a bank statement for centers that require automatic withdrawal) for individual membership fees for the entire calendar year.
- c. Completed Form [3-2178b](#) (Fitness Membership Fee Reimbursement Program Self-Certification of Usage).

Supervisors will maintain copies of Forms [3-2178a](#) and [3-2178b](#) and the original proof of payment in their files. He/she must forward original Form 3-2178a and a copy of the invoice to the National Business Center at the address on the form on or before January 31, 2006.

Additional information about enrolling in the Service's Fitness Center Membership Fee Reimbursement Program can be found in Director's Order 122, by contacting Kimm Slayton at 703-358-2121, or by visiting the Division of Human Resources' Work/Life Website at: <http://hr.fws.gov/WorkLife.htm>.